

employee's appointment. Both the employee and the employer may submit written material to be considered in the appeal.

The appeal shall be conducted on the basis of the written material unless, in the discretion of the Provost, appropriate Vice President, or their designee oral statements are allowed. The Provost, appropriate Vice President, or their designee shall render a final decision within 30 calendar days of receipt of the appeal. This decision shall be the final decision of the University. For more information contact Human Resource Services at 509-335-4521.

Conduct of Campus Guests and Visitors

Administrative Professional employees should be aware of conduct regulations for campus guests and visitors as follows.

Guests and visitors will observe the rules and regulations of the University while on the campus or other University property. Those who willfully refuse to obey an order of a uniformed campus security officer or other law enforcement officer to desist from conduct prohibited by the University rules and regulations may be ejected from the premises. Refusal to obey such an order will subject the person to arrest under the provisions of the criminal trespass statutes, in addition to such other sanctions as may be applicable.

File Access

Personnel Files

Employees may examine their personnel files by either making a written request to Human Resource Services or bringing picture identification to the Human Resource Services Office, 139 French Administration Building, PO Box 641014, Pullman, WA 99164-1014; 509-335-4521.

Records Maintenance

Human Resource Services is responsible for maintaining Administrative Professional personnel files including: Personnel Action Forms, letters of recommendation, resumes, annual reviews, letters of awards, letters of reprimand, and other communications between the employee and administrator. Anonymous communications or other communications not provided directly to the employee are not accepted.

Position Description Files

Position description files for Administrative Professional positions are maintained by Human Resource Services (HRS). A revised position description must be submitted to HRS if changes are made to position duties. The position description is used for classification determination, recruitment, performance evaluation, salary determination, and reasonable accommodation. It is critical that the position description provide a complete and accurate description of the position's duties and responsibilities. Employing officials may examine the position description files for employees in their units at any time. Employees also may examine their own position description file at any time.

Public Records Request

Public access to public record information is handled by the Public Records Officer, Office of Procedures and Forms, Information Technology Building 3089, PO Box 641225, Pullman, WA 99164-1225; 509-335-3928.

Career and Personal Development

Career Advancement

Administrative Professional employees are eligible to apply for open positions with the University through the normal application and hiring procedures. Administrative Professional employees may be eligible for a title/title code change when there has been a substantial change in duties that results in the addition of

significant responsibility. For information and assistance, please call Human Resource Services at 509-335-4521 or refer to the website: hrs.wsu.edu.

Pursuit of Undergraduate Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to undergraduate degrees at WSU Everett, WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU Global Campus.

Applicants for degrees must be admitted by the Office of Admissions and are subject to all appropriate academic policies. For information contact the Office of Admissions, Lighty 370, 509-335-5586, or refer to the website: admission.wsu.edu.

Pursuit of Advanced Degrees at Washington State University

Administrative Professional employees may pursue programs of study leading to advanced degrees at WSU Everett, WSU Pullman, WSU Spokane, WSU Tri-Cities, WSU Vancouver, and WSU Global Campus.

Applications are processed by the Graduate School but can be initiated at any WSU Campus. The Dean of the Graduate School reviews all applications. Approval is subject to all rules and regulations of the Graduate School and requires the concurrence of the Graduate Studies Committee. For information contact the Graduate School, French Administration 324, 509-335-6424, or refer to the [Graduate School Policies and Procedures Manual](#).

For summer session information regarding undergraduate and graduate degrees, contact the Registrar's Summer Session Office, French Administration 346, 509-335-2238, or refer to the website summer.wsu.edu.

Tuition Fee Waiver Benefits

WSU employees are offered a tuition fee waiver for up to six credit hours or less for undergraduate and/or graduate courses each semester and four credit hours during summer session. For information, contact the Registrar's Office, French Administration 346; 509-335-5346.

Employee Development and Training Courses

All Administrative Professional employees are entitled to 96 hours of release time per fiscal year to take specialized noncredit courses, which are offered by Human Resource Services at little or no cost. For additional information, contact Human Resource Services, French Administration 139, 509-335-4521, or refer to the website: hrs.wsu.edu/training.